

JUDICIAL BRANCH INFORMATION TECHNOLOGY GOVERNANCE COMMITTEE

Type: Standing Committee
Established: January 1, 2012
Revised: March 23, 2012
Chair: Rick Record
Report Date: Annually, June 30
Reports to: Maine Supreme Judicial Court

I. Mission:

The mission of the Information Technology Governance Committee (ITGC) is:

- To assess information technology projects and recommend prioritization thereof for the Maine Judicial Branch (MJB).
- To participate with OIT in the creation, execution, and maintenance of a formal project management methodology.
- To oversee and monitor the progress of projects and initiatives of the Office of Information Technology (OIT) undertaken in furtherance of the strategic business goals of the MJB.
- To review all requests for commitments of OIT resources to projects.
- To ensure technology meets the operational needs of the court system.

II. Role:

The ITGC oversees the creation and implementation of policy governing the MJB's use of technology. The Committee aligns the use of technology with the mission statement of the MJB and goals established by Judicial Branch leadership. The Committee prioritizes projects, recommends resources for projects and operations, and assesses the risk associated with projects. In doing so, it coordinates with OIT the priorities and resources to accomplish the strategic business goals of the MJB. Other responsibilities include evaluating projects, proposals, and recommendations; reviewing the use of technological resources and tools; and measuring the level of customer service satisfaction.

III. Responsibilities:

The responsibilities of the ITGC are to:

- In conjunction with OIT, develop, recommend, and maintain a three-year Technology Plan for OIT that supports MJB's strategic goals. This plan shall be based on the MJB's fiscal year.
- Provide an annual work plan in support of the three-year Technology Plan for OIT of projects and tasks to be accomplished during the upcoming fiscal year.
- Develop and establish a plan to communicate technology plans and activities to the MJB to ensure transparency of procedures, projects, programs, and proceedings.
- Determine and consistently apply criteria for reviewing, approving/denying, and prioritizing technology development, implementation, or investment throughout the MJB. This includes technology cooperation with justice community partners.
- Determine the funding of information technology projects, subject to the approval of the Chiefs and the State Court Administrator.
- Actively encourage and seek opportunities to benefit from enterprise or system wide solutions in support of the mission statement of the MJB and goals established by Judicial Branch leadership.
- Review, monitor, and recommend to the Chiefs and State Court Administrator data and access security requirements for all data kept by the MJB.
- Review and recommend to the Chiefs and State Court Administrator, technology related policies, standards, and guidelines related to the delivery, implementation, maintenance, and use of technology services.
- Designate ad hoc teams or workgroups to conduct specific tasks as determined.

IV. Duration:

The ITGC shall be a Standing Committee that shall exist at the pleasure of the Chief Justice of the Supreme Judicial Court.

V. Organization:

The ITGC reports to the State Court Administrator and the Trial Chiefs and, ultimately, to the Chief Justice and the full Supreme Judicial Court.

VI. Membership and Terms:

The Committee shall consist of ten members and one liaison and include the following:

- Four Judges from the Trial Courts;
- Two Court Clerks from the Trial Courts;
- One AOC Administrator as appointed by the State Court Administrator;
- Two employees working in a nonadministrative capacity as appointed by the State Court Administrator;
- The CIO;
- One Justice of the Maine Supreme Judicial Court to serve as liaison to the Committee.

Terms shall be for three years and begin on July 1st and end on June 30th. To the extent possible, the memberships shall be staggered so that no more than one-half of the Committee is eligible for appointment during any judicial fiscal year. If a member is unable to fulfill their term, a replacement will be appointed for the duration of the current member's term. Members may not serve more than three total terms, consecutively. The CIO shall be exempted from the limit on terms.

VII. Chair:

The Chair shall be appointed from the Committee membership, by the Chief Justice of the Supreme Judicial Court, and shall serve at the pleasure of the Chief. The Chair shall have the authority to delegate functions and responsibilities to the extent that this Charter does not expressly prohibit such delegation.

The Chair shall set agendas for and preside over meetings of the ITGC. The Chair shall ensure that actions of the ITGC meetings are recorded and distributed.

VIII. Support:

A designee of the CIO shall provide the support necessary for the ITGC to fulfill its function.

IX. Subcommittees:

The Committee may create subcommittees as necessary and may augment committee membership on the subcommittees with the approval of the Chiefs.

X. Meetings:

The Committee shall meet at such times as the Chair determines to be necessary or appropriate, but not less than four times per year (identified as primary meetings). The Chair may call ad hoc meetings and teleconferences as needed.

In the interest of time and upon agreement of a majority of committee members, business and discussion related to a single topic or issue may be conducted via email. All business conducted by email must be documented in minutes with copies of emails attached. Such minutes will be approved at the next regularly scheduled meeting. Any topic or issue discussed via email must have been introduced and discussed at least once at a regularly scheduled meeting.

XI. Attendance:

Committee members are expected to attend committee meetings regularly. If a committee member is absent from three or more meetings, during a fiscal year, the Chair shall request that a new member be appointed. Proxies are not allowed due to the accumulative nature of the knowledge required to be an informed, active, and voting member.

XII. Records Management:

A designee of the CIO will create and maintain adequate and proper documentation. Records include, but are not limited to, membership rosters, agendas, meeting minutes, reports, decisions and votes, and working papers created and used in the course of the work of the Committee.

The final copy of each meeting's minutes shall be posted to the ITGC website within two weeks after the approval of such minutes.

XIII. Evaluation of the Committee:

Each fiscal year, the Committee shall evaluate its performance. In conducting this review, the Committee shall evaluate whether this Charter appropriately addresses

the matters that are or should be within its scope and shall recommend changes, as it deems necessary or appropriate. The Committee shall address all matters that the Committee considers relevant to its performance, including at least the following: the adequacy, appropriateness and quality of the information and recommendations presented by the Committee to the Chief Justice and the “Chiefs,” the manner in which they discussed or debated, and whether the number and length of meetings of the Committee were adequate for the Committee to complete its work in a thorough and thoughtful manner.

XVI. Annual Report:

At the conclusion of each fiscal year, the Committee shall provide the Supreme Judicial Court and the Chiefs a report that provides the following:

- The accomplishments of the previous fiscal year.
- The priorities and funding levels for projects planned for the next three fiscal years.
- The results of the evaluation carried out pursuant to Section XII of this charter.

Dated: March 23, 2012

Approved by:

/s/

Leigh I. Saufley
Chief Justice

**JUDICIAL BRANCH
INFORMATION TECHNOLOGY GOVERNANCE COMMITTEE
MEMBERSHIP ROSTER**

Four Judges from the Trial Courts:

Judge Joseph Field)	until
Justice Ann Murray)	June 30, 2014

Justice MaryGay Kennedy)	until
Judge Susan Oram)	June 30, 2015

Two Court Clerks from the Trial Courts:

Linda Cyr)	until
)	June 30, 2014

Sally Bourget)	until
)	June 30, 2015

One AOC Administrator as appointed by the State Court Administrator:

Rick Record (Chair))	until
)	June 30, 2015

Two employees working in a nonadministrative capacity as appointed by the State Court Administrator:

Jennifer Kelley)	until
)	June 30, 2014

Sherry Wilkins)	until
)	June 30, 2015

Ex officio:

Judicial Branch Chief Information Officer

One Justice of the Maine Supreme Judicial Court to serve as liaison to the Committee:

Associate Justice Andrew M. Mead